

David Fairchild Elementary

Parent/Student Handbook 2019-2020



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Ms. Lucy Amengual, Principal
Ms. Veronica Recio, Assistant Principal

Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

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The School Board of Miami-Dade County, Florida

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SUPERINTENDENT OF SCHOOLS

Mr. Alberto M. Carvalho

SCHOOL OPERATIONS

Mrs. Valtena G. Brown

Deputy Superintendent/Chief Operating Officer

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Miami-Dade County Public Schools
The School Board of Miami-Dade County, Florida

Vision Statement

We provide a world class education for every student.

Mission Statement

To be the preeminent provider of the highest quality education that empowers all students to be productive lifelong learners and responsible global citizens.

Values

Excellence - *We pursue the highest standards in academic achievement and organizational performance.*

Equity - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

Student Focus - *We foster an environment that serves all students and aspires to eliminate the achievement gap.*

Innovation - *We encourage creativity and adaptability to new ideas and methods that will support and improve student learning.*

Accountability - *We accept responsibility for our successes and challenges and seek to transparently share our work in an ethical manner, as we strive towards continuous improvement.*

David Fairchild Elementary

Vision Statement

Every child to learn and become an active contributing member of the school and society.

Mission Statement

The David Fairchild Elementary staff, parents and community will nurture each child's academic, social, physical and emotional growth in a safe environment that supports the development of lifelong learners and citizens who are prepared to be productive in a multicultural, technological world.

South Miami Feeder Pattern Schools

Elementary Schools

Coral Terrace Elementary
David Fairchild Elementary
Emerson Elementary
Flagami Elementary
Ludlam Elementary
Sylvania Heights Elementary

Middle Schools

South Miami Middle School
West Miami Middle School
South Miami K-8

Senior High Schools

South Miami Senior High School



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Alberto M. Carvalho

Miami-Dade County School Board
Dr. Lawrence S. Feldman, Chair
Dr. Marta Pérez, Vice Chair
Dr. Dorothy Bendross-Mindingall
Susie V. Castillo
Dr. Steve Gallon III
Perla Tabares Hantman
Dr. Martin Karp
Lubby Navarro
Mari Tere Rojas

August 19, 2019

Dear Parents/Guardians:

It is with great pleasure that I welcome you to David Fairchild Elementary for 2019-2020. I take the charge of educating your children seriously and welcome your participation in the process. I feel confident that with the continued support of parents, students, staff and the community we will succeed in our commitment to achieve the ultimate in performance.

The information contained in the Parent/Student Handbook has been compiled to inform you of important school information, district procedures and a guide for establishing understandings and expectations at home and at school. You are encouraged to take the time to go on-line to www.davidfairchild.net and read and discuss the rules and policies with your children. Our staff is committed to helping students learn and achieve optimal potential. If you have questions regarding the information contained in this handbook, please contact the school at 305-665-5483. With your cooperation and support, we will help our students achieve a productive and successful school experience.

Sincerely,

Lucy Amengual
Principal

~~~~~  
Dear Parents/Guardians:

Each parent/guardian of a student enrolled at David Fairchild Elementary School must sign and submit this page to their homeroom teacher to acknowledge the receipt of the 2019-2020 Parent/Student Handbook has been reviewed. The teacher will maintain records of such signed statements.

I have read and discussed the 2019-2020 Parent/Student Handbook with my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Print Homeroom Teacher Name

**Return this page to your child's homeroom teacher by August 26, 2019**



MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY

| July 2019 |    |    |              |    |
|-----------|----|----|--------------|----|
| M         | T  | W  | T            | F  |
| 1         | 2  | 3  | <del>4</del> | 5  |
| 8         | 9  | 10 | 11           | 12 |
| 15        | 16 | 17 | 18           | 19 |
| 22        | 23 | 24 | 25           | 26 |
| 29        | 30 | 31 |              |    |

| August 2019   |               |              |              |              |
|---------------|---------------|--------------|--------------|--------------|
| M             | T             | W            | T            | F            |
|               |               |              | 1            | 2            |
| 5             | 6             | <del>7</del> | <del>8</del> | <del>9</del> |
| <del>12</del> | <del>13</del> | 14           | 15           | 16           |
| 19            | 20            | 21           | 22           | 23           |
| 26            | 27            | 28           | 29           | 30           |

| September 2019 |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | T  | F  |
| <del>1</del>   | 2  | 3  | 4  | 5  |
| 9              | 10 | 11 | 12 | 13 |
| 16             | 17 | 18 | 19 | 20 |
| 23             | 24 | 25 | 26 | 27 |
| 30             |    |    |    |    |

| October 2019 |    |    |    |    |
|--------------|----|----|----|----|
| M            | T  | W  | T  | F  |
|              | 1  | 2  | 3  | 4  |
| 7            | 8  | 9  | 10 | 11 |
| 14           | 15 | 16 | 17 | 18 |
| 21           | 22 | 23 | 24 | 25 |
| 28           | 29 | 30 | 31 |    |

| November 2019 |    |    |               |               |
|---------------|----|----|---------------|---------------|
| M             | T  | W  | T             | F             |
|               |    |    |               | 1             |
| 4             | 5  | 6  | 7             | 8             |
| <del>11</del> | 12 | 13 | 14            | 15            |
| 18            | 19 | 20 | 21            | 22            |
| 25            | 26 | 27 | <del>28</del> | <del>29</del> |

| December 2019 |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|
| M             | T             | W             | T             | F             |
| 2             | 3             | 4             | 5             | 6             |
| 9             | 10            | 11            | 12            | 13            |
| 16            | 17            | 18            | 19            | 20            |
| <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> |
| <del>30</del> | <del>31</del> |               |               |               |

| January 2020  |    |              |              |              |
|---------------|----|--------------|--------------|--------------|
| M             | T  | W            | T            | F            |
|               |    | <del>1</del> | <del>2</del> | <del>3</del> |
| 6             | 7  | 8            | 9            | 10           |
| 13            | 14 | 15           | 16           | 17           |
| <del>20</del> | 21 | 22           | 23           | 24           |
| 27            | 28 | 29           | 30           | 31           |

| February 2020 |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| <del>17</del> | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 |

| March 2020    |               |               |               |               |
|---------------|---------------|---------------|---------------|---------------|
| M             | T             | W             | T             | F             |
| 2             | 3             | 4             | 5             | 6             |
| 9             | 10            | 11            | 12            | 13            |
| 16            | 17            | 18            | 19            | 20            |
| <del>23</del> | <del>24</del> | <del>25</del> | <del>26</del> | <del>27</del> |
| 30            | 31            |               |               |               |

| April 2020 |    |    |    |    |
|------------|----|----|----|----|
| M          | T  | W  | T  | F  |
|            |    | 1  | 2  | 3  |
| 6          | 7  | 8  | 9  | 10 |
| 13         | 14 | 15 | 16 | 17 |
| 20         | 21 | 22 | 23 | 24 |
| 27         | 28 | 29 | 30 |    |

| May 2020      |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | T  | F  |
|               |    |    |    | 1  |
| 4             | 5  | 6  | 7  | 8  |
| 11            | 12 | 13 | 14 | 15 |
| 18            | 19 | 20 | 21 | 22 |
| <del>25</del> | 26 | 27 | 28 | 29 |

| June 2020 |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 1         | 2  | 3  | 4  | 5  |
| 8         | 9  | 10 | 11 | 12 |
| 15        | 16 | 17 | 18 | 19 |
| 22        | 23 | 24 | 25 | 26 |
| 29        | 30 |    |    |    |

- New Teachers Report
- Teacher Planning Day
- Teacher Planning Day - (No Opt)
- District-wide Professional Development Day

- Recess Day
- Beg/End of Grading Period
- Legal Holiday
- Available to opt

| Days in Grading Period |  |
|------------------------|--|
| 1-46                   |  |
| 2-44                   |  |
| 3-44                   |  |
| 4-46                   |  |

For information on employee opt days, please refer to back of calendar.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS  
2019-2020 SCHOOL CALENDAR  
ELEMENTARY AND SECONDARY  
MIAMI, FLORIDA**

|                 |                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------|
| August 14, 2019 | Teacher planning day; not available to opt; no students in school                                                      |
| August 15       | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school         |
| August 16       | Teacher planning day; not available to opt; no students in school                                                      |
| August 19       | First Day of School; begin first semester                                                                              |
| September 2     | Labor Day; holiday for students and employees                                                                          |
| September 30*+# | Teacher planning day; no students in school                                                                            |
| October 9*+#    | Teacher planning day; no students in school                                                                            |
| October 24      | End first grading period; first semester                                                                               |
| October 25      | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school         |
| October 28      | Begin second grading period; first semester                                                                            |
| November 4      | Teacher planning day; District-wide Professional Development Day - not available to opt; no students in school         |
| November 11     | Observation of Veterans' Day; holiday for students and employees                                                       |
| November 27*+#  | Teacher planning day; no students in school                                                                            |
| November 28     | Thanksgiving; Board-approved holiday for students and employees                                                        |
| November 29     | Recess Day                                                                                                             |
| December 23-    | Winter recess for students and employees with the exception of Fraternal Order of Police                               |
| January 3, 2020 | and select 12 month employees                                                                                          |
| January 15      | End first semester and second grading period                                                                           |
| January 17      | Begin third grading period; second semester                                                                            |
| January 20      | Observance of Dr. Martin Luther King, Jr.'s Birthday; holiday for students and employees                               |
| February 17     | All Presidents Day; holiday for students and employees                                                                 |
| March 20        | End third grading period; second semester                                                                              |
| March 23-27     | Spring recess for students and employees with the exception of Fraternal Order of Police and select 12 month employees |
| March 30        | Begin fourth grading period; second semester                                                                           |
| April 10*+#     | Teacher planning day; no students in school                                                                            |
| May 25          | Observance of Memorial Day; holiday for students and employees                                                         |
| June 3          | Last Day of School; end fourth grading period; second semester                                                         |
| June 4          | Teacher planning day; not available to opt; no students in school                                                      |

NOTE: Every Wednesday students in elementary schools (Grades 2-5) and K-8 Centers (Grades 2-8) are released one (1) hour early

| Job Category                                          | Beginning Date  | Ending Date   |
|-------------------------------------------------------|-----------------|---------------|
| Teachers new to the system                            | August 7, 2019  | June 4, 2020  |
| Assistant Principals and 10-month clerical            | August 7, 2019  | June 11, 2020 |
| Cafeteria Managers                                    | August 12, 2019 | June 4, 2020  |
| Satellite Assistants                                  | August 14, 2019 | June 3, 2020  |
| All Instructional Staff, Paraprofessionals & Security | August 14, 2019 | June 4, 2020  |
| Assistant to Cafeteria Managers/MAT Specialists       | August 16, 2019 | June 3, 2020  |
| Cafeteria Workers (part-time)                         | August 19, 2019 | June 3, 2020  |

\*Teachers/paraprofessionals and school support personnel may opt to work one, two or three days, August 9, 12, 13, 2019, or June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019, are District-wide Professional Development Days and are not available to opt.

+Teachers new to Miami-Dade County Public Schools may opt to work one, two or three days, June 5, 8, 9, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019, are District-wide Professional Development Days and are not available to opt.

#Ten-month secretarial and clerical employees may opt to work one, two or three days, August 2, 5, 6, 2019, or June 12, 15, 16, 2020, in lieu of any one, two or three of the following days: September 30, 2019, October 9, 2019, November 27, 2019, and April 10, 2020. August 15, 2019, October 25, 2019 and November 4, 2019, are District-wide Professional Development Days and are not available to opt.

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2019 - 2020 TESTING CALENDAR, GRADES PreK-12**  
*Tentative: July 17, 2019*

The calendar will be updated periodically as additional information is obtained about the district, state, national, and international tests administered to the students in Miami-Dade County Public Schools.

| ADMINISTRATION WINDOW                     | DESCRIPTION                                                                                                                   | ABBREVIATION   | PARTICIPANTS                                        | MANDATE                                           |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------|---------------------------------------------------|
| July 15-26                                | Florida Standards Assessments: End-of-Course Assessments Algebra 1 CBT <sup>2</sup>                                           | FSA EOC        | Grades 9-12, eligible                               | Federal and State                                 |
| July 25 – 26                              | Alternative Assessment for Grade 3 Promotion (SAT-10)                                                                         | AAGTP          | Grade 3, retained                                   | State <sup>1</sup>                                |
| August 19 – September 13                  | Interim Assessment Tests (Baseline): Science                                                                                  | BBA            | Grades 5, 8                                         | State <sup>1</sup>                                |
| August 19 – September 17                  | Florida VPK Assessment (AP1)                                                                                                  | VPK            | Prekindergarten                                     | State                                             |
| August 19 – October 2                     | Galileo Baseline Assessment for Head Start Students                                                                           | Galileo        | Head Start students                                 | Federal <sup>1</sup>                              |
| August 19- October 1                      | Florida Kindergarten Readiness Screener (STAR Assessment)                                                                     | FLKRS          | Kindergarten                                        | State                                             |
| August 19- November 1                     | Florida Assessments for Instruction in Reading Assessment Period 1 (AP1)                                                      | FAIR-FS        | Grades 9-10 <sup>1</sup>                            | State                                             |
| August 26 – September 27                  | I-Ready Diagnostic Test <sup>2</sup> (AP1)                                                                                    | I-Ready        | Grades K-8 <sup>3</sup>                             | State <sup>1</sup>                                |
| September 3– November 26                  | Fitness Pretest                                                                                                               | Fitness        | Grades 2 - 12                                       | District                                          |
| September 9-20                            | Florida Standards Assessments English Language Arts Grade 10 Retake CBT <sup>2</sup> Writing Component                        | FSA ELA RETAKE | Grades 10+, 11, 12, eligible                        | Federal and State                                 |
| September 9-27                            | Reading/Listening Component                                                                                                   |                |                                                     |                                                   |
| September 9-27                            | Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT <sup>2</sup>                              | FSA EOC        | Grades 6-12, eligible                               | Federal and State                                 |
|                                           | Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT <sup>2</sup> | NGSSS EOC      |                                                     |                                                   |
| October 7 – November 1                    | District ELA Writing Test                                                                                                     | DWT            | Grades 4-10, optional                               | District offered                                  |
| October 14 – May 22                       | National Assessment of Educational Progress Long-Term Trend Reading and Mathematics                                           | NAEP           | Ages 9, 13, and 17 selected schools                 | Federal                                           |
| October 16                                | Preliminary SAT 8/9 - PBT                                                                                                     | PSAT 8/9       | Grades 8 & 9, optional                              | Nationally Offered                                |
| October 16                                | Preliminary SAT / National Merit Scholarship Qualifying Test                                                                  | PSAT / NMSQT   | Grade 9, Optional<br>Grade 10<br>Grade 11, Optional | Nationally Offered<br>State<br>Nationally Offered |
| November 4 – February 14                  | Florida Assessments for Instruction in Reading <sup>2</sup> Assessment Period 2 (AP2)                                         | FAIR-FS        | Grades 9-10 <sup>1</sup>                            | State                                             |
| November 6 – 7                            | Grade 3 Mid-Year Promotion (ITBS)                                                                                             | GTMYP          | Grade 3, retained                                   | State <sup>1</sup>                                |
| November 18 – December 20 or January 6-31 | Florida Standards Assessments English Language Arts – Writing – Paper (Field Test)                                            | FSA            | Grades 4-6 selected schools                         | Federal and State                                 |
|                                           | Florida Standards Assessments English Language Arts – Writing – CBT <sup>2</sup> (Field Test)                                 |                | Grades 7-10 selected schools                        |                                                   |
| November 18 – December 20                 | Mid-Year Assessments English Language Arts, Algebra 1, Geometry <sup>2</sup>                                                  | MYA            | Grades 9-10, EOC enrolled                           | State <sup>1</sup>                                |
| December 2 - 20                           | Florida Standards Assessments: End-of-Course Assessments Algebra 1 and Geometry CBT <sup>2</sup>                              | FSA EOC        | Grades 6-12, eligible                               | Federal and State                                 |
|                                           | Florida Next Generation Sunshine State Standards End-of-Course Assessments Biology 1, Civics, and US History CBT <sup>2</sup> | NGSSS EOC      |                                                     |                                                   |
| December 2 – 20                           | I-Ready Diagnostic Test <sup>2</sup> (AP2)                                                                                    | I-Ready        | Grades K-8 <sup>3</sup>                             | State <sup>1</sup>                                |
| January 6 – May 1                         | Fitness Posttest                                                                                                              | Fitness        | Grades 2 - 12                                       | District                                          |
| January 8 - 24                            | Florida VPK Assessment (AP2)                                                                                                  | VPK            | Prekindergarten                                     | State                                             |
| January 17 – May 1                        | Grade 3 Reading Student Portfolio                                                                                             | GTRSP          | Grade 3                                             | State <sup>1</sup>                                |
| January 21 – February 21                  | Mid-Year Assessments Science, Biology 1, United States History, and Civics                                                    | MYA            | Grades 5, 8, EOC enrolled                           | State <sup>1</sup>                                |
| January 27 – March 20                     | Accessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs 2.0)       | ACCESS         | Grades K-12, all current ELLs                       | Federal and State                                 |
| February 17 – June 6                      | Florida Assessments for Instruction in Reading <sup>2</sup> Assessment Period 3 (AP3)                                         | FAIR-FS        | Grades 9-10 <sup>1</sup>                            | State                                             |

Developed by Student Assessment and Educational Testing. Tentative: July 17, 2019

**MIAMI-DADE COUNTY PUBLIC SCHOOLS**  
**2019 - 2020 TESTING CALENDAR, GRADES PreK-12**  
*Tentative: July 17, 2019*

| ADMINISTRATION WINDOW  | DESCRIPTION                                                                                                                         | ABBREVIATION                   | PARTICIPANTS                                                    | MANDATE                 |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------|-------------------------|
| February 24 – March 13 | Florida Standards Assessments<br>English Language Arts Grade 10 Retake –<br>Writing and Reading Components CBT <sup>2</sup>         | FSA ELA<br>RETAKE              | Grades 10+, 11, 12, eligible                                    | Federal and State       |
|                        | Algebra 1 Retake CBT <sup>2</sup>                                                                                                   | FSA EOC<br>ALGEBRA 1<br>RETAKE | Grades 6- 12,<br>eligible Retake only                           |                         |
| March 2 – April 17     | Florida Standards Alternate Assessment English Language Arts<br>and Mathematics                                                     | F8AA                           | Grades 3-8 <sup>4</sup>                                         | Federal and State       |
|                        | Writing                                                                                                                             |                                | Grades 4-8 <sup>4</sup>                                         |                         |
|                        | Science                                                                                                                             |                                | Grade 5 and 8 <sup>4</sup>                                      |                         |
|                        | End-of-Course Assessment (Civics)                                                                                                   |                                | Grade 7 <sup>4</sup>                                            |                         |
| March 16 – May 1       | Florida Standards Alternate Assessment English Language Arts                                                                        | F8AA                           | Grade 9 and 10 <sup>4</sup>                                     | Federal and State       |
|                        | Writing<br>End-of-Course Assessments: Algebra 1, Biology 1,<br>Geometry, and U.S. History                                           |                                | Grade 9 and 10 <sup>4</sup><br>Grade 9-12 enrolled <sup>4</sup> |                         |
| April 1 - 14           | Florida Standards Assessments<br>English Language Arts – Reading Paper                                                              | F8A                            | Grades 3                                                        | Federal and State       |
|                        | Florida Standards Assessments<br>English Language Arts – Writing Component – Paper                                                  |                                | Grades 4 – 6                                                    |                         |
| April 1 – 14           | Florida Standards Assessments<br>English Language Arts – Writing Component – CBT <sup>2</sup>                                       | F8A                            | Grades 7 - 10                                                   | Federal and State       |
| April 6 – 9            | Stanford Achievement Test, Tenth Edition<br>Reading and Mathematics                                                                 | SAT-10                         | Grades K-2                                                      | District                |
| April 27 – June 12     | Cambridge Advanced International Certificate of Education<br>Examinations                                                           | AICE                           | Grades 9 -12,<br>enrolled and registered                        | Internationally offered |
| May 1-29               | Florida Standards Assessments<br>English Language Arts – Reading -CBT <sup>2</sup>                                                  | F8A                            | Grades 7-10                                                     | Federal and State       |
|                        | Mathematics – CBT <sup>2</sup>                                                                                                      |                                | Grades 7-8                                                      |                         |
| May 1-29               | Florida Standards Assessments: End-of-Course Assessments<br>Algebra 1 and Geometry CBT <sup>2</sup>                                 | F8A EOC                        | Grades 6-12,<br>eligible                                        | Federal and State       |
|                        | Florida Next Generation Sunshine State Standards End-of-Course<br>Assessments<br>Biology 1, Civics, and US History CBT <sup>2</sup> | NGSSS EOC                      |                                                                 |                         |
| May 4 - 15             | Advanced Placement Exams                                                                                                            | AP                             | Grades 8-12,<br>enrolled and registered                         | Nationally Offered      |
| May 4 – 15             | Florida Standards Assessments<br>English Language Arts – Reading -Paper                                                             | F8A                            | Grades 4 – 6                                                    | Federal and State       |
| May 4 - 15             | Mathematics - Paper                                                                                                                 |                                | Grades 3-6                                                      |                         |
| May 4 – 15             | Statewide Science Assessments<br>Science -Paper                                                                                     | Science                        | Grades 5 and 6                                                  | Federal and State       |
| May 4 - 22             | International Baccalaureate External Written Examinations                                                                           | IB                             | Grades 11-12,<br>enrolled and registered                        | Internationally Offered |
| May 4 – June 2         | I-Ready Diagnostic Test (AP3)                                                                                                       | I-Ready                        | Grade K-2, 4-8 <sup>6</sup><br>eligible                         | State <sup>1</sup>      |
| May 6 - 22             | Florida VPK Assessment Assessment Period 3 (AP3)                                                                                    | VPK                            | Prekindergarten                                                 | State                   |
| May 18 – June 2        | Alternative Standardized Reading Assessment<br>(I-Ready or ITBS)                                                                    | ASRA                           | Grade 3 <sup>6</sup><br>eligible                                | State <sup>1</sup>      |

Developed by Student Assessment and Educational Testing. Tentative: July 17, 2019



## David Fairchild (1876 - 1954)



David Fairchild spent his whole life studying plants. When he was 22 years old he created the Section of Foreign Seed and Plant Introduction of the United States Department of Agriculture. For the next 37 years he traveled around the world looking for plants that the American people would use. He brought many plants into the USA including mangos, alfalfa, nectarines, horseradish, bamboo, and flowering cherries.

Dr. Fairchild returned to Miami when he was 59 years old. He shared his new plants with other botanists, people who study plants, including Robert Montgomery. Robert founded the Garden and named it in honor of his friend. There are plants in Fairchild Tropical Garden from 1940 when gardeners planted some of the plants. Some of David's exotic plants went into the garden, such as the giant African baobab tree that is near the entrance. David started an official collector's expedition and got more exotic plants. David Fairchild helped make Fairchild Tropical Garden one of the most exciting gardens in all of Florida.

## Activities

### Clubs

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, noncurriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of noncurriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

### Fieldtrips and Special Activities

Participation in fieldtrips requires that the student present a fieldtrip form signed by the parent/guardian to his/her teacher(s) in advance. In addition, at times vendors who have a "no refund" policy will require schools to pay the full amount of the fieldtrip prior to the event. In this case, students/parents will be notified in advance of the vendor's "no refund" policy.

**"Official Registered Volunteer" Parents/Guardians may be asked to assist the teacher on field trips. Pregnant mothers are not permitted to accompany students on the bus. Parent chaperones may not bring other children on the trip with them.**

### Parties in School

Birthday parties are not allowed.

Only two official parties per year are held; one before winter recess and the other is at the end of the school year.

### Fundraisers – Board Policy 5830

Fundraising activities must be conducted during non-instructional class time, preferably before and after school. An *Application for Fundraising Activity*, M-DCPS Form 1018 must be completed. Regional Center approval is required for any fundraising activity where collections take place outside of school grounds. This approval can be obtained by completing M-DCPS Form 5656, *Region Center Approval for Fundraising Activity (Community Sales)*.

Fundraising activities involving students working or providing services for community events or outside business organization for which compensation, monetary or otherwise, will be given, either to the students or the school, **are not** allowed to be conducted as school-sponsored /student fundraisers. Elementary school students are not allowed to participate in the sale of magazines.

### Attendance Policy/Procedure – Board Policy 5200

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents and the community must make every effort to lessen the loss of instructional time to students.

### Excused Absences and Tardies

**It is the responsibility of the parent/guardian to report and explain an absence or tardiness to the school within three days upon the student's return to the school or the absence will stay as unexcused.**

1. Student illness: **Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider.** The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider in order to receive excused absences from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the appointment, must be submitted to the Principal.
3. Death in the immediate family

4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal. The student must receive advance written permission from the Principal or the principal's designee. Examples of special events include: public functions, conferences, and regional, state and national competitions.
6. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
7. Outdoor suspension.
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the Principal. The Principal shall require documentation related to the condition.

### **Unexcused School Absence**

Any absence that does not fall into one of the above excused absence categories shall be considered unexcused. Any student who has been absent from school will be marked unexcused until they submit the required documentation as specified above. Failure to provide required documentation within three (3) school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Vacations, personal services, local non-school event, program or sporting activity
2. Older students providing day care services for siblings;
3. Illness of others;
4. Non-compliance with immunization requirements (unless lawfully exempted).

### **Late Arrival and Early Dismissal – School Board Policy 5230**

Students shall be in attendance throughout the school day. If a student will be late to school or dismissed before the end of the school day, the parent shall notify the school in advance and state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. Students will be counted absent if they are not present in class for at least half of the class period.

### **School Board Policy 5200**

Students are to be counted in school attendance only if they are actually present for at least two hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

### **Attendance Review Committee**

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
  - a. Issuing of quarterly, semester or final grades.
  - b. Temporary withholding of quarterly, semester or final grades. The following are among possible options:
    - (1) Make-up assignments
    - (2) Attendance probation for the following grading period(s)
    - (3) Completion of a school service project
  - c. Permanent withholding of his/her right of final appeal to the Regional Superintendent or designee.
4. Review attendance history for student(s) exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.
5. An out of area transfer may be denied or revoked at any time due to poor attendance and tardiness; or disruptive behavior which results in a significant loss of instructional time. If the transfer is revoked, the student will be assigned to the school that serves the verifiable residence address.

**Arrival/Dismissal**

**School Hours**

Pre-Kindergarten, Kindergarten and First Grade:

Monday - Friday.....8:20 a.m. - 1:50 p.m.

Second, Third, Fourth and Fifth Grade:

Monday, Tuesday, Thursday and Friday.....8:35 a.m. - 3:05 p.m.

Wednesday.....8:35 a.m. - 1:50 p.m.

**Bell Schedule**

8:10 a.m. Pre-K, Kindergarten, 1<sup>st</sup> Grade Teachers and Students in Assigned Classrooms

8:20 a.m. Tardy Bell for Pre-K, Kindergarten and 1<sup>st</sup> Grade Students

8:25 a.m. 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Grade Teachers and Students in Assigned Classrooms

8:35 a.m. Tardy Bell for 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Grade Students

1:50 p.m. Dismissal Bell - Monday, Tuesday, Wednesday, Thursday, Friday: Pre-K, Kindergarten, 1<sup>st</sup> Grade

1:50 p.m. Dismissal Bell - Wednesdays, ALL GRADES

3:05 p.m. Dismissal Bell - Monday, Tuesday, Thursday, Friday; 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> Grades

**Parent/Student Guidelines**

The safety of our students is a primary concern to the faculty and staff at David Fairchild Elementary School. Students are supervised in the Cafeteria (K-2<sup>nd</sup> Grade) and on the P.E. Court (3<sup>rd</sup> - 5<sup>th</sup> Grade) beginning at 7:45 a.m. Any student that arrives before 7:45 a.m. must be registered with the YMCA-Before Care Program. The students that are supervised on the P.E. court are expected to sit in rows according to their grade and teacher. **David Fairchild Elementary will be a closed campus.** Parents will drop off their child at the school entrance gate. This is for the safety and protection of our students. If you must speak with a teacher, please send the teacher an email or call the office and leave a message.

Pre-K students are to be taken by a parent to the classroom by 8:20 a.m. with the designated Pre-K pass.

Teachers will meet their students in the Cafeteria (K-2<sup>nd</sup> Grade) or on the P.E. Court (3<sup>rd</sup> - 5<sup>th</sup> Grade) and escort them to their classroom;

8:10 a.m. for Kindergarten and 1<sup>st</sup> grade students

8:25 a.m. for 2<sup>nd</sup> through 5<sup>th</sup> grades

Opening exercise/announcements begin promptly at 8:35 a.m.

**Parents are not to park** in the circle area in front of the school. The ‘circle area’ is only for M-DCPS yellow school buses. Parents are not to park in the faculty parking lot. Parents are not to walk through the faculty parking lot. Parents must observe the ‘No Parking’ signs, and remember not to park in front of the fire-hydrants.

If your child has permission to walk or ride a bicycle home, then you **must** have a letter on file in the main office indicating that you do give permission. Please include your child’s name, the homeroom teacher’s name, and the date. Bicycle riders must wear a helmet.

Parents are not allowed to “pop” into the classroom to speak with the teacher or their child without making prior arrangements.

Parents are not allowed to call the school to speak with their child at any time during the day unless it is an emergency; then your phone call will be forwarded to an administrator.

### Arrivals

Parents who transport their children to school are to drop them off in the front of the school.

\*\*\*\*DO NOT PARK IN THE CIRCLE\*\*\*\*

Please observe the one-way traffic laws and no parking signs. Vehicles illegally parked may be subject to citation by local law enforcement.

- ❖ Kindergarten through second grade students will be supervised in the cafeteria.
- ❖ Third through fifth grade students will be supervised on the P.E. court.

### Dismissals

Parents who transport their children from school are to pick up in front of the school. DO NOT PARK IN THE CIRCLE. All students are to be picked up from the white patio area. Students will be escorted to the vehicle by school personnel.

Any parent/guardian arriving more than 15 minutes after dismissal (PK, KG & 1<sup>st</sup> grade 2:05 p.m.) and 2-5 grades 3:20 p.m.; your child will be placed in the main office where you will have to sign the 'late' pick up log. Parents who are habitually late to pick up their child may be required to sign their child up for the YMCA - After School Care.

### Late Arrival

Students who are tardy to school must report to the main office to secure a Tardy Pass to be admitted to class. Excessive tardies may result in loss of privileges, detention, parent conference, revocation of out of area transfer, and/or suspension.

### Early Sign-Outs - School Board Policy 5200

The early release of students causes disruption to the academic performance of all students and may create safety and security concerns. No student shall be released **within the final 30 minutes** of the school day unless authorized by the principal's designee (i.e., emergency, sickness.)

In the case of divorced or separated parents, the enrolling parent shall indicate on the Emergency Student Data Form the individual(s) to whom the student may be released during the school day.

### Rainy Day Dismissal

It is important that you plan with your child regarding procedures to follow during inclement weather at dismissal time. Please be sure that your child clearly understands your guidelines regarding school dismissal on a rainy day.

If the condition of the inclement weather is unsafe for dismissal, the administration may determine the school to be in an emergency status and teachers will be instructed to keep all students in the classrooms until the weather improves permitting for a safe dismissal.

### Before and After School Care Program (YMCA)

We are pleased to have Before-School Care and After-School Care at David Fairchild Elementary, which is run by the YMCA. In order for your child to attend the YMCA program you must pre-register with them. **YMCA 305-479-5769.**

### Bicycles

In order to ride a bicycle to school students must have written permission from the parent on file permitting riding a bicycle to and from school and awareness of bicycle safety rules. The following bicycle safety rules and policies are those taught to our children. Please help us to reinforce these rules:

- Only one rider may be on the bicycle. A helmet must be worn. (State Law)
- Walk bicycle on school grounds, across crosswalks, and busy intersections. This precaution will prevent many accidents and injuries.
- Park and lock the bicycle in the designated area
- Bicycle must be equipped with a lock. Please record the serial number of the bicycle, lock, etc., and keep available at home.

Students who fail to follow these rules will be reported to their parents and will not be permitted to continue riding a bicycle to and from school.



**Bringing Pets to School**

Students are not allowed to bring pets to school. Parent/Guardians are not allowed to bring pets on to the school-grounds.

**Bullying and Harassment**

Miami-Dade County Public Schools (M-DCPS) and David Fairchild Elementary are committed to providing a safe learning environment for all students. We are dedicated to eradicating bullying and harassment in our schools by providing awareness, prevention, and education in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, school board employees, visitors, or volunteers. M-DCPS has developed a website which can be accessed through the student, parent, or employee portals located on the [dadeschools.net](http://dadeschools.net) main website or you may access it directly at <http://studentservices.dadeschools.net/safe/bullying.asp>.

**Comprehensive Reading Plan**

Elementary students are required to read at least five books or their equivalent during each nine-week grading period, including in-class independent reading and at-home reading. Students must also read for 30 minutes at home as part of their daily homework assignment. The length of the books and the complexity of the content may be taken into account when satisfying this requirement.

**Cafeteria**

**Meal Prices**

| <b><u>Breakfast</u></b> | <b><u>School Lunch</u></b>            | <b><u>Prices</u></b> |
|-------------------------|---------------------------------------|----------------------|
| All Students No Charge  | Elementary Students                   | \$ 2.25              |
| Adults \$ 2.00          | Reduced Price lunch, all grade levels | \$ 0.40              |
|                         | Adults                                | \$ 3.00              |

The Department of Food and Nutrition serves healthy meals daily. Please visit [nutrition.dadeschools.net](http://nutrition.dadeschools.net) for details on menus, programs, and services.

**Free Breakfast**

Miami-Dade County Public Schools offers breakfast free of charge to all M-DCPS Students. The breakfast at no charge is not dependent on the student qualifying for free/reduced price meals at lunch.

**Free/Reduced Price Lunch Program**

The USDA Child Nutrition Programs as administered by Miami-Dade County Public Schools provide free and reduced priced lunch for children unable to pay the full price. In place of the paper application, School Meal Program Brochures are distributed to all students informing parents on the application process and meal program. Parents are encouraged to complete an online application at [freeandreducedmealapp.dadeschools.net](http://freeandreducedmealapp.dadeschools.net). Paper applications are available in the school front office upon request. Many students are approved through Direct Certification and do not submit a lunch application. If approved for meal benefits, the approval status is valid throughout the school year, the summer, and approximately the first twenty days of the next school year.

**PAYPAMS**

Miami-Dade County Public School's Department of Food and Nutrition allows parents/guardians the convenience to pay online for their child's meals with a credit or debit card at [paypams.com](http://paypams.com). Parents/guardians create an account in PayPams for the child, and will be able to access the following:

- a. view the account balance
- b. schedule automatic payments
- c. receive low-balance e-mail reminders
- d. view a report of daily spending and cafeteria purchases

### **Peanut Allergies/Peanut-Free School**

Parents/Guardians should notify the school principal of any allergy or other medical condition their child has and request the appropriate forms for completion.

### **Cafeteria Rules**

**Please review these cafeteria rules with your child:**

- Once you leave the serving line, you must go to your seat and remain seated.
- Talk softly and only to persons at your same table
- Stay in your seat unless dismissed by a person in charge
- Raise your hand if you need assistance
- Pick up your own trash and litter before leaving
- Always be courteous to the cafeteria workers
- Do not share food
- No parties allowed

### **Code of Student Conduct (COSC)**

Miami-Dade County School Board approved a revised Code of Student Conduct (COSC). The COSC focuses on providing and maintaining a safe and positive learning environment for students, faculty, staff and community.

A major consideration in the application of the Code of Student Conduct is cultivating a positive school climate to support academic achievement, promote fairness, civility, acceptance of diversity, and mutual respect. Toward that end, the range of inappropriate behavior is divided into five groups, along with both recommended and mandated corrective strategies.

The Code of Student Conduct addresses the role of the parents/guardians, the students, and school, but also focuses on core values and model student behavior, rights and responsibilities of students, addressing student behavior, and disciplinary procedures. Furthermore, teachers, counselors and administrators work to use a variety of progressive corrective or guidance strategies to correct the inappropriate behaviors.

Differences in age and maturity are recognized in determining the types of corrective strategies to be taken. However, the procedures outlined in the COSC apply to all students under the jurisdiction of Miami-Dade County Public Schools. The COSC is in force during regular school hours, while students are being transported on a school bus and at such times and places - including but not necessarily limited to school-sponsored events, field trips, athletic functions and other activities - where appropriate school administrators have jurisdiction over students.

Principals are authorized to take administrative action whenever a student's behavior away from school has a detrimental effect upon other students or on the orderly educational process. Types of behaviors range from acts that disrupt the orderly operation of the classroom, school functions, and extracurricular activities or approved transportation to the most serious acts of misconduct and violent actions that threaten life.


The Code of Student Conduct outlines expected student behavior and a multitude of corrective strategies should misconduct occur.

The COSC addresses students' rights and responsibilities pertaining to the right to learn; attendance; students' records; grades; free speech, expression and assembly; and publications. It also outlines parents' rights in regard to assuring their child's opportunity for an education.

Students or parents having problems interpreting the COSC should address concerns through the school principal. Additionally, should the concerns not be resolved at the school level, an appeal can be made at the region office and subsequently to the District.

Parents/guardians can access the COSC in English, Spanish and Haitian-Creole on the M-DCPS' website at [ehandbooks.dadeschools.net/policies/90/index.htm](http://ehandbooks.dadeschools.net/policies/90/index.htm) or they may request a copy from their child's school.

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL I**

| <p style="text-align: center;"><b>BEHAVIORS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p style="text-align: center;"><b>RANGE OF CORRECTIVE STRATEGIES</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>LEVEL I Behaviors</b> are acts that disrupt the orderly operation of the classroom, school function, extracurricular activities or approved transportation.</p> <p style="text-align: center;"><b>LEVEL I</b></p> <p><b>Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Unauthorized location</li> <li>• Confrontation with another student</li> <li>• Cutting class</li> <li>• Misrepresentation</li> <li>• Disruptive behavior (including behavior on the school bus and at the school bus stop)</li> <li>• Failure to comply with class and/or school rules</li> <li>• Possession of items or materials that are inappropriate for an educational setting (See Special Notes #1 )</li> <li>• Inappropriate public display of affection</li> <li>• Repeated use of profane or crude language (general, not directed at someone)</li> <li>• Unauthorized use of electronic devices</li> <li>• Violation of dress code (See Special Notes #2 )</li> </ul> <div style="text-align: center;">  </div> | <p>The principal or designee <b>must</b> select at least one of the following strategies from <b>PLAN I</b>. Principals may authorize use of <b>PLAN II</b> for serious or habitual Level I infractions.</p> <p style="text-align: center;"><b>PLAN I</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #3 )</li> <li>• Reprimand</li> <li>• Student, parents/guardians/staff conference</li> <li>• Peer mediation</li> <li>• Revocation of the right to participate in social and/or extracurricular activities</li> <li>• Confiscation of wireless communication devices</li> <li>• Detention or other Board-approved in-school program</li> <li>• Temporary assignment from class where the infraction occurred</li> <li>• Student contract</li> <li>• School Center for Special Instruction (SCSI) (See Special Notes #4 )</li> <li>• Replacement or payment for any damaged property (if appropriate)</li> <li>• Temporary loss of bus privileges (if appropriate)</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #5 )</li> <li>• Behavior Plan</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtI/MTSS.</li> <li>• Refer to page 34 for the prescribed corrective strategies for the violation of the dress code.</li> </ul> |
| <p style="text-align: center;"><b>Special Notes</b></p> <p>#1 See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>#2 See Vital Alerts for the policy and prescribed corrective strategies p. 34</p> <ul style="list-style-type: none"> <li>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</li> <li>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p style="text-align: center;"><b>Special Notes</b></p> <p>#3 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#4 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#5 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p style="text-align: center;">Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL II**

| <b>BEHAVIORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>RANGE OF CORRECTIVE STRATEGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <p><b>Level II Behaviors</b> are more serious than Level I because they significantly interfere with learning and/or the well-being of others.</p> <p style="text-align: center;"><b>LEVEL II</b></p> <p><b>Seriously Disruptive Behaviors</b></p> <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Confrontation with a staff member</li> <li>• Defiance of school personnel</li> <li>• Distribution of items or materials that are inappropriate for an educational setting(See Special Notes <sup>#1</sup> )</li> <li>• Failure to comply with previously prescribed corrective strategies</li> <li>• False accusation</li> <li>• Fighting (minor)</li> <li>• Harassment (non-sexual or isolated)</li> <li>• Instigative behavior</li> <li>• Leaving school grounds without permission</li> <li>• Joining clubs or groups not approved by the School Board</li> <li>• Libel</li> <li>• Petty theft (under \$300.00)</li> <li>• Use of profane or provocative language directed at someone</li> <li>• Prohibited sales on school grounds (other than controlled substances)</li> <li>• Possession of and/or use of tobacco products or smoking devices. (See Glossary)</li> <li>• Slander</li> <li>• Vandalism (minor)</li> </ul> | <p>The principal or designee <u>must</u> select at least one of the following strategies from PLAN II. The use of appropriate strategies from previous PLAN may be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN II</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes <sup>#2</sup> )</li> <li>• School-based program that focuses on modifying the student's inappropriate behavior or promotes positive behavior</li> <li>• Corrective Strategies from Level I</li> <li>• Suspension from school for one to five days with region approval for serious, or habitual infractions (See Special Notes <sup>#3</sup> )</li> <li>• Participation in counseling session related to the infraction Refer to outside agency/provider (See Special Notes <sup>#4</sup> )</li> <li>• Diversion Center</li> <li>• Refer to page(s) 43-48 for additional corrective strategies on the RtIB/MTSS.</li> </ul> |
| <p style="text-align: center;"><b>Special Notes</b></p> <p><b>#1</b> See Sexual Offenses (Other), Level IV, for obscene or lewd material.</p> <p>➤ Administrators must contact Miami-Dade Schools Police for any criminal conduct regardless of whether Schools Police Automated Reporting (SPAR) is indicated.</p> <p>➤ If the victim of a crime requests a police report, the principal or designee must report the incident to the Miami-Dade Schools Police.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p style="text-align: center;"><b>Special Notes</b></p> <p><b>#2</b> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p><b>#3</b> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p><b>#4</b> When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL III**

| <b>BEHAVIORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>RANGE OF CORRECTIVE STRATEGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>LEVEL III Behaviors</b> are more serious than Level II because they endanger health and safety, damage property, and/or cause serious disruptions to the learning environment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>The principal or designee <u>must</u> select at least one of the following strategies from <b>PLAN III</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN. Principals may authorize the use of <b>PLAN IV</b> for repeated, serious or habitual Level III infractions.</p>                                                                                                                                                                                                                                                                                                                       |
| <p style="text-align: center;"><b>LEVEL III</b></p> <p><b>Offensive/Harmful Behaviors</b></p> <ul style="list-style-type: none"> <li>• Assault/Threat against a non-staff member</li> <li>• Breaking and Entering/Burglary</li> <li>• Bullying (repeated harassment) (See Special Notes #1 )</li> <li>• Disruption on campus/Disorderly conduct</li> <li>• Fighting (serious)</li> <li>• Harassment (Civil Rights)(See Special Notes #2)</li> <li>• Hazing (misdemeanor)</li> <li>• Possession or use of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Note #3)</li> <li>• Possession of simulated weapons</li> <li>• Sexting (1) (see page 35)</li> <li>• Sexual harassment (See Special Notes #2 )</li> <li>• Trespassing</li> <li>• Vandalism (major)</li> </ul> | <p style="text-align: center;"><b>PLAN III</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #4 )</li> <li>• Suspension from school for one to ten days (See Special Notes #5 )</li> <li>• Corrective Strategies from Level I &amp; II</li> <li>• Permanent removal from class (placement review committee decision required)</li> <li>• Diversion Center</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #6 )</li> </ul> |
| <p style="text-align: center;"><b>Special Notes</b></p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</p> <p>#1 Bullying infractions do not require a SPAR unless incident is Hazing related.</p> <p>#2 Harassment Civil Rights and Sexual Harassment do not require a SPAR, but must be reported to the Miami-Dade County Public Schools Office of Civil Rights Compliance at 305-995-1580.</p> <p>#3 See Vital Alerts for the Policy p.36.</p>                                                                                                                                                                          | <p style="text-align: center;"><b>Special Notes</b></p> <p>#4 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#5 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#6 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>                                                                                                                                                                                                               |
| <p>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL IV**

| <b>BEHAVIORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>RANGE OF CORRECTIVE STRATEGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>LEVEL IV Behaviors</b> are more serious acts of unacceptable behavior than Level III. They seriously endanger the health and well-being of others and/or damage property.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The principal or designee <u>must</u> use the following strategies from <b>PLAN IV</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p>                                                                                                                                                                                                                                                                             |
| <p style="text-align: center;"><b>LEVEL IV</b></p> <p><b>Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Battery against a non-staff member</li> <li>• Grand theft (over \$300.00)</li> <li>• Hate crime</li> <li>• Hazing (felony)</li> <li>• Motor vehicle theft</li> <li>• Other major crimes/incidents</li> <li>• Intent to sell and/or distribute alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering</li> <li>• Sale and/or distribution of alcohol, unauthorized over-the-counter medications, drug paraphernalia, controlled substances and/or anything that alters mood or is used for mood altering (See Special Notes #1 )</li> <li>• Sexting (2) (See pages 35)</li> <li>• Sex offenses (other) (including possession and/or distribution of obscene or lewd materials)</li> </ul> | <p style="text-align: center;"><b>PLAN IV</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #2 )</li> <li>• Suspension from school for one to ten days (See Special Notes #3 )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #4 )</li> <li>• Recommendation for alternative educational setting</li> <li>• Recommendation for expulsion.</li> </ul> |
| <p style="text-align: center;"><b>Special Notes</b></p> <p>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</p> <p>#1 See Vital Alerts for the Policy p. 36.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p style="text-align: center;"><b>Special Notes</b></p> <p>#2 Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#3 Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#4 When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>                                     |
| <p style="text-align: center;"><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**BEHAVIORS AND RANGE OF CORRECTIVE STRATEGIES – LEVEL V**

| <b>BEHAVIORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>RANGE OF CORRECTIVE STRATEGIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>LEVEL V Behaviors</b> are the most serious acts of misconduct and violent actions that threaten life.</p> <p style="text-align: center;"><b>LEVEL V</b></p> <p><b>Most Serious, Dangerous or Violent Behaviors</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault</li> <li>• Aggravated battery against a non-staff member</li> <li>• Armed robbery</li> <li>• Arson</li> <li>• Assault/Threat against M-DCPS employees or persons conducting official business</li> <li>• Battery or Aggravated battery against M-DCPS employees or persons conducting official business(See Special Notes #<sup>1</sup>)</li> <li>• Homicide</li> <li>• Kidnapping/Abduction</li> <li>• Making a false report/threat against the school(See Special Notes #<sup>1</sup>)</li> <li>• Sexting (3) Offense (See page 36)</li> <li>• Sexual battery</li> <li>• Possession, use, sale, or distribution of firearms, explosives, destructive devices, and other weapons. See Special Notes #<sup>1</sup>)</li> </ul> | <p>The principal or designee <u>must</u> use the following strategies from <b>PLAN V</b>. The use of appropriate strategies from previous PLANS may also be used <u>in conjunction with</u> this PLAN.</p> <p style="text-align: center;"><b>PLAN V</b></p> <ul style="list-style-type: none"> <li>• Parent/guardian contact (See Special Notes #<sup>2</sup> )</li> <li>• Suspension from school for ten days (See Special Notes #<sup>3</sup> )</li> <li>• Participation in counseling session related to the infraction</li> <li>• Refer to outside agency/provider (See Special Notes #<sup>4</sup>)</li> <li>• Recommendation for expulsion</li> </ul> |
| <p style="text-align: center;"><b>Special Notes</b></p> <ul style="list-style-type: none"> <li>➤ All Level III, IV, and V infractions, unless otherwise noted, require Schools Police Automated Reporting (SPAR). Administrators must contact Miami-Dade Schools Police. Miami-Dade Schools Police will determine if the incident will result in an information report or will lead to other police action(s).</li> <li>➤ The possession of firearms or other weapons on school property may result in criminal penalties in addition to expulsion.</li> <li>➤ This level of infraction may result in an expulsion requiring School Board action.</li> </ul> <p><sup>1</sup> Mandatory one year expulsion.</p>                                                                                                                                                                                                                                                                                                          | <p style="text-align: center;"><b>Special Notes</b></p> <p>#<sup>2</sup> Good faith attempt must be made immediately to contact parent/guardian by telephone.</p> <p>#<sup>3</sup> Written notice must be sent to the parent/guardian within 24 hours via U.S. mail.</p> <p>#<sup>4</sup> When referring parent(s)/guardian(s) to outside agencies/ providers for services, schools must adhere to Board Policies 1213.01, 3213.01, and 4213.01 – Request for Outside Providers.</p>                                                                                                                                                                        |
| <p><i>Refer to the Glossary for an explanation of unfamiliar words used in the Code of Student Conduct.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

### **Student Rights and Responsibilities**

The rights and responsibilities presented in the Code of Student Conduct (COSC) reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

In order to avoid accidents and protect the health and welfare of the children, we ask your cooperation in seeing that the following items do not come to school.

- Chewing gum and candy
- Knives and other sharp objects, guns and bullets (including toy guns). Bringing a knife, gun or any potential weapon will automatically result in a ten day suspension and may include a recommendation for expulsion.
- Money in large amounts
- Toys, including Game Boys, virtual pets, and MP3 Players, unless pre-arranged with the teacher
- No pets
- Heirlooms and irreplaceable or valuable articles
- Glass containers

### **Dress Code – Board Policy 5511 (Dress and Grooming)**

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

### **Uniform Policy**

David Fairchild Elementary is a mandatory uniform school. All students are required to wear the school uniform. This uniform consists of: red polo shirt (collar with three buttons) or PTA T-shirt and khaki pants shorts, skorts, or jumpers. All footwear must be closed shoe or sneaker with rubber soles, no opened-toed shoes and no sandals.

Parents/guardians may request an Application for Exemption from the main office. The Principal will meet with the parents/guardian to discuss the uniform policy and the objections to the policy. The purposes of this meeting include: (1) ensuring that the parents understand the justification and goals of the uniform policy; (2) verifying the accuracy of the information on the application; and (3) preventing fraud or misrepresentation. Application for exemptions will be accepted within the first four weeks of school. If it is determined that the waiver request will be granted, a Confirmation of Uniform Exemption letter will be sent to the parent.

### **Cell Phones**

Possession of a cellular telephone is not a violation of the Code of Student Conduct (COSC). However, the possession of a cellular telephone which disrupts the educational process; i.e. the use of the cellular telephone during school hours; and the possession or use of a cellular telephone which disrupts or interferes with the safety-to-life issue for students being transported on a M-DCPS school bus, would be a violation of the COSC.

The following rules must be followed regarding the possession, use, and display of wireless devices:

- Students may possess, display and use wireless communication devices before or after the instructional day.
- Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day. This includes during class, in the media center/library, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use wireless communication devices while being transported on an M-DCPS school bus.



- Students must conceal wireless communication devices in a backpack, pocket, purse or other container during the instructional day.
- The school is not responsible if a student's wireless communication device is lost or stolen.
- If the above rules are not followed the wireless communication device will be removed from the student's possession and be given to an administrator.

**Internet Use Policy – Board Policy 7540.03**

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always get permission from their teachers prior to using the internet. In addition, the District prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

**Confidential Information**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records, and are provided the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited laws. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

Each school must provide to the parents, guardians or eligible students annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending an institution of post-secondary education, the consent is required from the student only, unless the student qualifies as a dependent under the law.

**Emergency Contact Information**

Emergency Student Data Forms are distributed during the first week of school. Students are expected to bring the forms home and present them to their parents/guardians. The form must be carefully completed and returned. The information provided on the Emergency Student Data Forms will enable school staff to contact the parent/guardian immediately in the case of an emergency. Parent/Guardian(s) that provide a cell phone number will receive text messages should an emergency arise. Students may only be released from school to the persons listed on the form after presenting a picture identification. No persons, other than school staff, will have access to the information submitted. Any divorced or separated parent contesting the information in the Emergency Student Data Form may seek assistance from the court governing their divorce, separation, or custody matters to compel the enrolling parent to revise the information.

**Financial Obligations**

All financial obligations incurred, i.e. school fees, textbook lost or damaged, overdue or lost library books, and VPK payments must be paid in the school treasurer's office.

**Grade Reporting**

**Academic Grades**

Academic grades are to reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based upon student's effort and/or conduct.

| KINDERGARTEN GRADES | NUMERICAL VALUE | VERBAL INTERPRETATION      | GRADE POINT VALUE |
|---------------------|-----------------|----------------------------|-------------------|
| E                   | 90-100%         | Outstanding progress       | 4                 |
| G                   | 80-89%          | Above average progress     | 3                 |
| S                   | 70-79%          | Average progress           | 2                 |
| M                   | 60-69%          | Lowest acceptable progress | 1                 |
| U                   | 0-59%           | Failure                    | 0                 |

| GRADES 1-5 | NUMERICAL VALUE | VERBAL INTERPRETATION      | GRADE POINT VALUE |
|------------|-----------------|----------------------------|-------------------|
| A          | 90-100%         | Outstanding progress       | 4                 |
| B          | 80-89%          | Above average progress     | 3                 |
| C          | 70-79%          | Average progress           | 2                 |
| D          | 60-69%          | Lowest acceptable progress | 1                 |
| F          | 0-59%           | Failure                    | 0                 |
| I          | 0               | Incomplete                 | 0                 |

### Conduct

Conduct grades are to be used to communicate to both students and their parents/guardians the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades.

### Grade Point Average

When calculating the grade for a semester or an annual course, the following grade point averages are to be used:

- A = 3.50 and above
- B = 2.50 - 3.49
- C = 1.50 - 2.49
- D = 1.00 - 1.49

### Interim Progress Report & Report Card Distribution

| Grading Period | Interim Progress Report Distribution | Report Card Distribution |
|----------------|--------------------------------------|--------------------------|
| 1              | 9/20/2019                            | 11/8/2019                |
| 2              | 12/06/2019                           | 1/31/2020                |
| 3              | 2/21/2020                            | 4/13/2020                |
| 4              | 5/1/2020                             | 6/19/2020                |

### Interim Progress Report

Interim progress reports must be sent home **at any time** the student is performing unsatisfactorily in academics, conduct, or effort, and are disseminated to all students at mid-grading period.

### Honor Roll Qualifications. Listed below are the District Guidelines

|                  | Principal's | Superior Honor Roll | Honor Roll                           | Citizenship     | Perfect Attendance      |
|------------------|-------------|---------------------|--------------------------------------|-----------------|-------------------------|
| Academic Average | 4.00        | 3.60                | 3.00 - 3.59                          | -               | -                       |
| Academic Grades  | All A's     | All A's and B's     | All A's and B's                      | -               | -                       |
| Effort           | All 1's     | All 1's and 2's     | All 1's and 2's<br>(3.00 or greater) | All 1's and 2's | -                       |
| Conduct Average  | 4.00        | 3.60                | 3.00                                 | 4.0             | -                       |
| 100 % Attendance | -           | -                   | -                                    | -               | 100% Perfect Attendance |

### Halls/Hall Passes

Students should be seated in their classroom when the tardy bell rings. With such a large number of students moving in such a limited time, it is incumbent on each person to move quickly and in an orderly manner observing normal traffic flow. Please do not push, run or loiter in the halls. Please cooperate with the David Fairchild Safety Patrols in the exercise of their duties and present a hall pass courteously when asked to do so.

At no time is a student to be out of the classroom during class without an official office/bathroom pass. Teachers are not to give verbal permission for a student to exit the classroom.

### **Health Screening**

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

### **Homework / Make-Up Assignments**

Teachers are required to provide students with make-up assignments once the absence has been excused; however, it is the responsibility of the student to request the assignments from the teacher(s).

### **HOME LEARNING Frequency and quantity of home learning assignments:**

| Grade Level | Assignments         | (All Subjects) |
|-------------|---------------------|----------------|
| K-1         | Daily 5 days a week | 30 Minutes     |
| 2-3         | Daily 5 days a week | 45 Minutes     |
| 4-5         | Daily 5 days a week | 60 Minutes     |

**Note:** These times do not reflect the additional 30 minutes that are to be devoted to reading. Reading is recognized as a universal skill that relates to all subjects. Therefore, when specific homework assignments are not given, or when the homework assignment is completed in an expeditious manner, every student will read minimally for the time specified in this Board Rule. Kindergarten teachers shall exercise judgment in making homework assignments, considering the child's readiness level and the type of work to be accomplished. It is recommended that parents/guardians read aloud to their children.

### **Immunizations**

#### **Requirements for School Entry:**

- A complete Florida Certification of Immunization - Blue Card Form DH 680 - according to grade level
- State of Florida School Entry Health Exam - Yellow Form DH 3040 - no older than 12 months
- Tuberculosis Clinical Screening, PPD or Chest X-Ray.

### **Insurance**

The Student Protection Plan is designed to cover students or injuries while traveling to and from school or when involved in accidents while engaged in supervised activities on the school premises. Participation in this program is voluntary. The school will forward the enrollment application and additional information to the parents.

### **Florida KidCare**

Florida KidCare provides high quality, low cost health insurance for uninsured children aged birth to 18. KidCare includes MediKids, Healthy Kids, and the Children's Medical Services Network (CMS) for children with special health care needs, and Medicaid.

\*Miami-Dade County Public Schools is a recipient of a Boots on the Ground School Partnership contract for marketing and outreach services. In the coming weeks, a variety of materials will be provided to schools to families to enroll their children in Florida KidCare. Go to [www.floridakidcare.org](http://www.floridakidcare.org) for enrollment procedures.

### **Lost and Found**

Lost and misplaced personal articles such as lunch boxes, sweaters, backpacks, etc., are hung on a rack kept in front of the main office. It is much easier to retrieve lost items if they are marked with your child's name. Small items lost such as keys & glasses are kept in the main office.

### **Lunch Bunch**

Lunch Bunch is a reading program that allows parent/guardian volunteer readers to read age-appropriate books to an assigned group of children (including their own) during lunch time. If you are interested in reading to an assigned group of children from your child's class, please complete the Lunch Bunch Program Volunteer Reader Form in the main office.

### **Media Center/Library**

The Media Center is open during the regular school day until 3:20 p.m. each afternoon. Students may select and check out material during the school day, or after school. Pre-K and Kindergarten students may check out one book at a time, starting the second semester. First and second graders may check out two books. Second through fifth grade students may check out up to two (2) books at a time.

Students, who have overdue, lost or damaged books, may not check out additional books. Lost or damaged books must be paid for in full. Books are checked out for two (2) weeks, but may be returned earlier or renewed for additional time.

### **Medication**

Written medication authorization signed by the child's medical provider and parent shall be provided before any prescribed medication or treatment may be administered to any students during school hours. Parents may administer medication or treatment. The child's medical provider and the parent must also authorize in writing any self-medication by the student such as epi-pen and inhalers. Medication shall not be carried by the student in the school except as approved by the principal. Furthermore, no student is allowed to provide or sell any type of over-the-counter medication to another student.

There are certain physical/medical conditions that require daily and periodic medication. Procedures to be followed for these circumstances are stated in the Authorization for Medication form (FM- 2702) that will be sent home upon request. A new form must be completed every new school year. Only medication in its original container labeled with the date, the student's name and exact dosage will be administered.

### **The Parent Academy**

Miami-Dade County Public Schools created The Parent Academy to bridge the gap between home and school by connecting parents to valuable resources and information, which answers questions on topics that impact children's lives, including helping children learn, parenting skills, financial management, and health and wellness.

The Parent Academy supports parents in becoming more involved in their children's education and empowers them to set and achieve personal empowerment goals for higher education and career advancement by providing free, year-round workshops, classes and events at schools, libraries, parks, colleges, private businesses and neighborhood centers across the county.

Parents can participate in workshops and classes that are aligned to their needs and convenient to their homes and workplaces. Upcoming events and workshop offerings are listed on The Parent Academy website at [parentacademymiami.com](http://parentacademymiami.com). For additional information, please call The Parent Academy at 305-995-2680 or The Department of Family Support Services at 305-271-8257.

### **Parent-Teacher Association (PTA)**

The David Fairchild Elementary Parent-Teacher Association works with state and national PTAs to support and speak in the schools, in the community and before governmental bodies and other organizations that make decisions affecting youngsters. We support the faculty and administration in their efforts to improve educational and extracurricular activities in the school. We work to encourage parent, student and public involvement at the school as a whole.

## Parent Portal



### *Parent Portal It is as easy as 1, 2, 3*

Parents/Guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time you can see and update personal information, see his/her information—including grades, attendance and bus route information, and have access to the Parent Resource link, which takes you to sites such as Parent Academy, School of Choice, etc.

You will also have access to electronic books for each subject; free and reduced lunch applications with balance renewal capability; access to a new Choice application that will allow parent to indicate preferential school choice via the portal; and access to the Supplemental Educational Services (SES) component of the No Child Left Behind Act (NCLB).

1

- Obtain your child(ren) Student Identification Number
- Obtain your 6 digit Parent Identification Number (PIN) by visiting your child's school

2

- Create a parent account, login to:  
<http://www.dadeschools.net/parents>

3

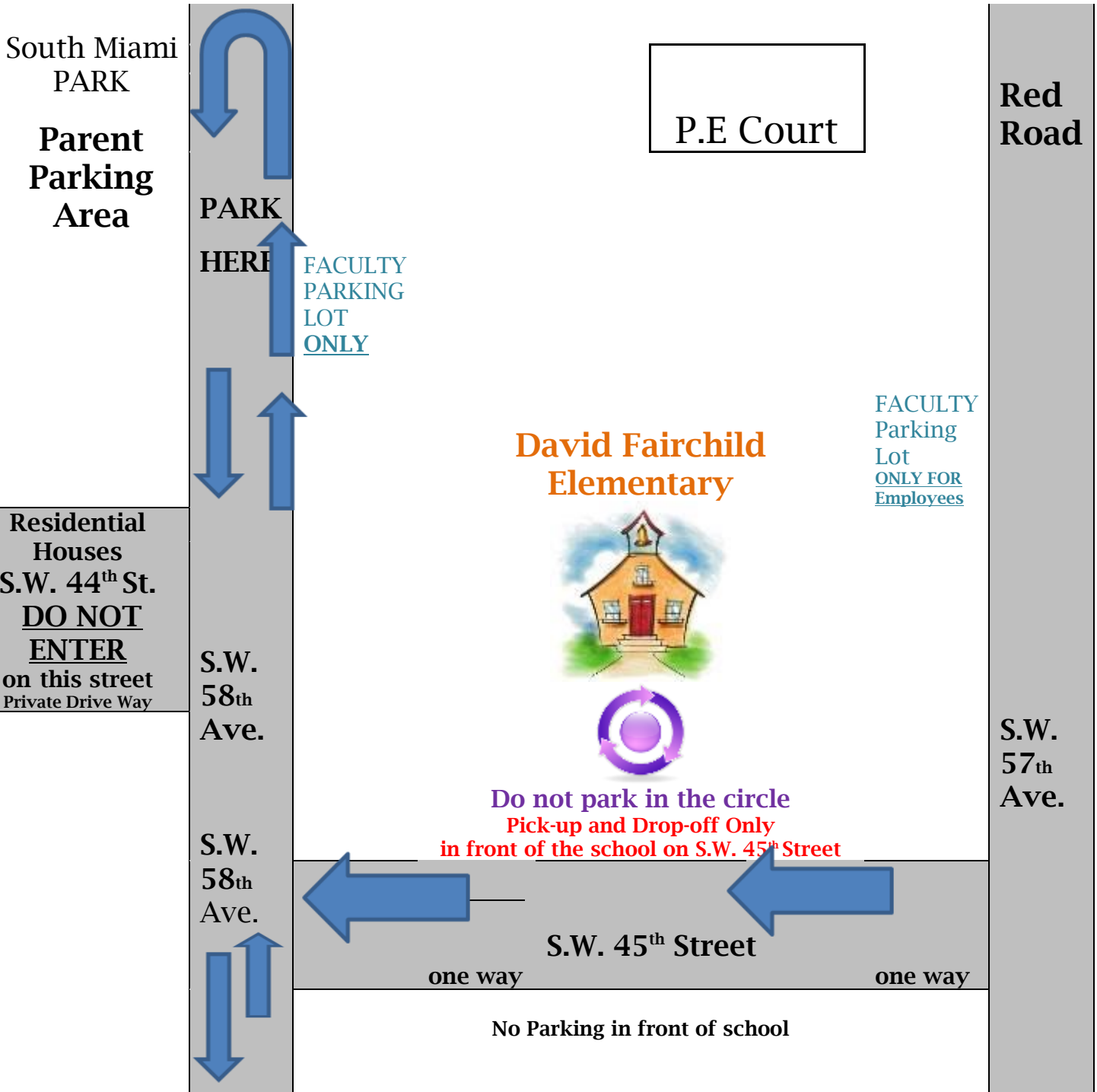
- Login to Parent Portal - for student grades, bus routes, attendance, and other important information.

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[www.dadeschools.net](http://www.dadeschools.net)

**Parking at School**

Since parking facilities are limited, please observe the **NO PARKING** signs. Miami-Dade County police will ticket. **DO NOT PARK THE WRONG DIRECTION OR MAKE A 'U' TURNS.** These practices are illegal and endanger children and adults. **Do not park** in the school circular driveway, across the street from the school, the pick up/drop off lane or faculty parking lot. You are permitted to park in the South Miami Park area, near the back of the school.



**PARKING AND SAFETY REGULATIONS FOR DROP-OFF AND PICK-UP**

Drop-off and pick-up going West on S.W. 45<sup>th</sup> Street will continue as usual, all of the gates on S.W. 58<sup>th</sup> Avenue will be locked. **All students are to be dropped off** at the main entrance on 45<sup>th</sup> Street. Please, if you must come into school; leave your vehicle in the South Miami Park Parking Lot on 58<sup>th</sup> Avenue.

Remember that during pickup and drop-off S.W. 45<sup>th</sup> Street is designated one-way Westbound, with no parking permitted in the drive-through lane next to the sidewalk. Please do not park in the No Parking Zone across the street from the school, as the police will be enforcing the posted signs. Never park in the faculty parking lot or walk your children through the faculty parking lot. No matter what commitments we have, nothing can be as important as the safety of our children. Please help us.

These changes are being implemented due to safety concerns voiced by parents, administration, community and local law enforcement.

Together we have drawn up a list of **Our of Most Outstanding Traffic Safety Concerns:**

- Parents who drop children off on the wrong side of the street.
- Parents who double park.
- Parents who do not observe the posted 15 MPH speed zone.
- Parents who encourage children to cross the street between parked cars.
- Parents who do not follow the school’s designated safety pick-up/drop-off zones.
- Parents who park their vehicles in the no-parking drive through lane.
- Parents who ignore the one way (west) designation on S.W. 45<sup>th</sup> Street during drop-off and pick-up.
- Parents who park on our neighbor’s driveways and lawns.

**Closed Campus**

Parents may not accompany their child past the school entrance gate. This is for the safety and protection of our students. If you must speak with a teacher, please send the teacher an email or call the office and leave a message.

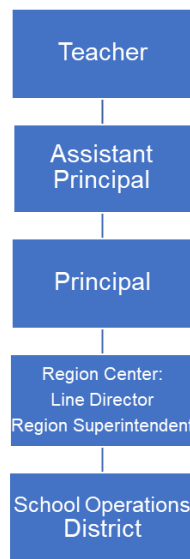
Pre-K parents may walk their children to the classroom with the designated Pre-K pass.

**Permanent Records (FYI – from the Student Educational Records Manual)**

Parents are guaranteed the right to inspect and review their children’s educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).

**Protocol for Addressing Parental Concerns**

Parents may generally address their complaints or concerns to the school administration, which may be followed by Region and District department review by appropriate. For issues involving an individual teacher or class, parent/guardian address their concerns to the following individuals in the order below.



## **Publications/Communication**

### **Monthly Calendar**

Each month a calendar of information is sent home with your child. Please check with your child and keep the calendar in a convenient place for reference. Please stress with your children the importance of delivering notices to you. This information is updated regularly and can also be found on our website at: [www.davidfairchild.net](http://www.davidfairchild.net)

### **Connect-Ed**

Connect-Ed is the communications system by which the District may inform parents and employees about important news in the District and at each school. The Principal will send messages to homes using Connect-Ed communication periodically or in the event of an emergency. **Please make sure your telephone numbers and email addresses are updated at all times.**

### **Student Agenda**

Our PTA provides each student in grades 2-5 with a new home learning agenda each year. Students in grades 2-5 will write their home learning assignments each day. This is an important communication tool between home and school.

### **Registration Procedures**

The following documents are required for Pre-K, Kindergarten and New Students to M-DCPS:

- Immunization Records (Blue Card Form DH 680)
  - \*Two Measles (preferably as MMR)
  - \*Completion of Hepatitis B Vaccine
  - \*Chicken Pox Vaccine (Varicella) or Documentation of Varicella Disease
- Physical Examination, including TB test results or X-Ray (State of Florida School Entry Health Exam – Yellow Form DH 3040 - no older than 12 months)
- Birth Certificate (Original)
- Proof of Address (need two different documents) (FPL Bill/Water Bill/ Copy of Lease or Renters Agreement/ Homestead Exemption form)

## **Safety and Security**

### **Emergency Operations Plan**

Student and employee safety is a primary concern of the Miami-Dade County Public School (M-DCPS) System. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools/community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include emergency drills/active shooter drills, the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parents/guardians to remember during a Critical Incident are as follows:

- Remain calm;
- Monitor media outlets for updates and official messages from M-DCPS;
- Do not flood the school with telephone calls; and
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school administrators, Region Center Superintendents/Directors and all MDSPD Police officers have been adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children.

BeSafe Anonymous Reporting System (Insert Flyer)

[http://hoover.dadeschools.net/portable\\_doc/68128\\_Be\\_Safe\\_Anonymous\\_Reporting\\_System\\_Flyer.pdf](http://hoover.dadeschools.net/portable_doc/68128_Be_Safe_Anonymous_Reporting_System_Flyer.pdf)



### **Accident Reports**

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member.

### **Closing of School**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is only at the discretion of the Superintendent of Schools.

### **Fire Drills**

Ten fire drills will take place during the school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. Students must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers and staff must remain outside the building until permission is given to re-enter.

### **Lockdown Procedures**

Lockdowns are utilized in response to an immediate threat posed to students and staff. Schools have successfully performed lockdowns in response to police activity adjacent to a facility and potential armed intruders onsite. Students, faculty and staff will comply with all the procedures outlined in the Miami-Dade Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator and/or law enforcement makes an "All Clear" announcement.

### **Threat Assessments**

Miami-Dade County Public Schools (M-DCPS) has a mandated set of procedures for threat assessment. A threat assessment is a problem-solving approach to violence prevention that involves assessment and intervention with students who have threatened violence in some way. When a preliminary determination is made, by the school administrator or designee, that a student poses a threat of violence or physical harm to him/herself or others is known, a Threat Assessment Team (TAT) shall be notified and shall convene to determine the best course of action. Authorized members of the TAT may obtain criminal history record information, if applicable. Students determined to be at-risk for violence will be referred for mental health services. Threat assessment and disciplinary procedures are separate processes. Regardless of whether a threat is determined to be transient, serious substantive, or very serious substantive, appropriate disciplinary procedures shall be followed in accordance with the Code of Student Conduct.

### **School Activities/Clubs**

All School Activities, clubs, and organizations must be approved by the principal and conform to the district policies 5845 - Student Activities, 5830 - Student Fundraising and 9211 - Parent Organization, Booster Clubs, and Other Fund-Raising Activities.

- **Clubs**

Miami-Dade County Public Schools' students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, school publications and class activities. School-sponsored clubs may be curriculum-related or noncurriculum-related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Conversely, non-curriculum-related clubs are student groups whose goals are special interest oriented and not directly related to the curriculum. Meetings of non-curriculum-related clubs may be scheduled only at times when instruction is not taking place, either before or after school.

- **School Club/Activities**

- Botany Club-Students will learn the basics of planting. They will learn how to use vegetables and herbs in nutritious meals. Also, help maintain the school gardens.

- Chorus-Students prepare for shows that take place in the school and the community. Sometimes instruments are incorporated in performances.
- Future Educators of America-The FEA organization is designed to encourage fifth grade students to develop positive attitudes towards teaching and learning, by working with teachers in their classrooms.
- Media Center Helpers- The Media Center Specialist/Librarian will teach fifth grade students to assist with a variety of projects throughout the school year.
- Safety Patrol- Fifth grade students who serve as role models. They are trained to supervise, monitor and assist their classmates, in a polite and positive manner, while helping to ensure the safety of all.
- Student Council-Is a way for students to share ideas, interests, and concerns with teachers and the school administration.
- Twiglet Bank-Simulates real-life banking situations for the students. The fifth-grade students are the bank tellers and operators of the bank that opens on Wednesdays, from 1:50 p.m. - 3:00 p.m.
- WKID-Is for fifth-grade students who are interested in learning about TV and radio production, both on, and off camera. They provide daily news to students and staff with informative and entertaining announcements.

## **School Student Services**

### **Counselor**

The David Fairchild Elementary School Student Services Team consists of a full-time school counselor, an itinerant social worker and an itinerant school psychologist. These individuals work closely with students, parents, community agencies and school personnel to ensure that every student is provided the opportunity to maximize his or her social, emotional and intellectual abilities. The Student Services Team assists students to feel at ease with teachers and the school environment. They conduct individual and group counseling sessions to address students' social and emotional needs. They provide conflict resolution training to students and teachers and work diligently to prevent bullying and violence in the school and community. The Student Services Team meets with parents, teachers, and school administration to discuss student academic and behavioral needs and to determine if students need assistance outside of the traditional classroom setting. Occasionally, Student Services personnel will conduct home visits to meet with parents. Students Services Personnel welcome the opportunity to meet with parents, discuss concerns and assist students in any way possible.

David Fairchild Elementary School has a full-time Counselor on staff. Individual and group counseling are provided as recommended by administration or when special circumstances in a child's life dictate it. The counselor is a trained professional who can provide help in understanding your child and who is also available to assist in improving your child's behavioral and academic performance.

Parents are invited to visit the School Counselor with questions and concerns. The School Counselor can act as a liaison between parents, teachers, community and social service agencies and/or administration. Please call the school at (305) 665-5483 for an appointment with the counselor.

### **Counselor Request**

Counseling is included in every student's curriculum at David Fairchild Elementary School. The counseling team is comprised of the following: the School Counselor, Administrators, Student Services Personnel and Teachers.

Students and parents meet with the Counselor for a variety of reasons. Parents may contact the Counselor to learn more about parenting skills, to improve family relationships, to obtain information about outside agencies, or to gain support and understanding. Children seek help from the Counselor to improve peer relations, to express feelings, to feel good about school, to solve problems, to change inappropriate behavior and to discuss their academic performance.

Parents may contact the School Counselor at 305-665-5483 and leave a message with a secretary. Students may request help from the Counselor through their teacher, parents or by leaving a note in the main office. You do not need to have a problem or let a problems develop before you visit the School Counselor.

### **School Social Worker**

The School Social Worker is a member of the Student Services Department and is concerned with the pupil's personal characteristics, home life, and school life. The Social Worker acts as a liaison between the home and the school.

The School Social Worker aids in the following:

- Compulsory school attendance laws
- Service of community agencies
- Student address verification
- Liaison between school and parent in regards to student's academic grades / behavior.

### **School Speech/Language Therapy**

All children enrolled in the public schools of Miami-Dade County, who are in need of speech/language correction, are eligible to attend therapy classes. Such children may be referred for testing by the classroom teacher, parent, or other staff members. The children who are in need of speech correction are resourced to the speech pathologist for speech therapy on our campus.

### **School Psychologist**

The Guidance Department of Miami-Dade County School System provides each school with the services of psychologist. Our school psychologist will work with staff, students, and parents whenever referrals are initiated. Students may be referred for psychological screening in order to ascertain eligibility for the ESE or Gifted Programs.

### **School Transportation**

Miami-Dade County Public Schools will transport more than 60,000 students a day this school year, using a fleet of 1,300 buses on nearly 1100 school-bus routes. The service is for students who live more than two (2) miles from their assigned school and for special needs students. Before school begins, parents/guardians of all students eligible for bus transportation will receive a post card from the school district identifying the student's bus stop and times of pick up and delivery. Information on student bus assignments will be posted on the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net). The information on bus assignments on the Parent Portal is updated each night. Parents/guardians are encouraged to check the Parent Portal throughout the school year to obtain the most current information on their children's bus assignment.

Parents interested in determining their child's transportation eligibility should contact their child's school for information.

### **Special Education/Section 504**

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent/ guardian consents to initial placement.

Students who are not eligible for specially designed instruction and related services in accordance with state eligibility categories but have a disability that substantially affects a major life activity may be eligible for accommodations pursuant to Section 504 of the Rehabilitation Act of 1973.

As the parent/guardian of a child with disabilities, you are a very important member of the team that plans your child's education. Be informed and get involved. If you have any questions, please contact your child's school. Staff from the special education department and your child's student service provider will help to answer your questions. Additional information may also be found at <http://ese.dadeschools.net/>.

### **Textbooks/School Property**

Textbooks and library books are furnished by the State of Florida and distributed by the school. Students are responsible for books issued to them and parents are responsible to pay fines in

proportion to any loss or damage to these books. Fines are also imposed for damage to school property.

**Twiglet Bank**

Our caboose on campus (called the Twiglet Bank) is an actual Branch of the First National Bank of South Miami. Our fifth-grade students operate this bank every Wednesday from 1:50 p.m. until 3:00 p.m. Your child can deposit his/her money into a savings account or open a new savings account. This may be done from October through April. **With a minimum initial deposit of \$10.00 and both the child’s and parent’s social security numbers, any student may open an account and add money to it every Wednesday.** Join us and teach your child to save! If you have any questions you may call the school at (305) 665-5483 or the First National Bank of South Miami at (305) 667-5511, 5750 Sunset Drive, South Miami, 33143.

**Visitors**

Due to legal regulations, students are not permitted to have guests attend school with them at any time. Parents/guardians are always welcome, and tours may be arranged with the principal to view the school. Classroom visits require a request with 24-hour notice. Visitors must first register with security at the main entrance, sign-in, produce photo identification, and then proceed to register in the main office. Anyone who fails to follow these procedures will be considered a trespasser and is subject to arrest.

**Volunteer Program**

The School Volunteer Program is responsible for electronic registration, background checks and trainings of volunteers. There are two different levels of volunteerism.

| Level 1 - complete a database background check                                                                                                                                  | Level 2 - complete a fingerprint background check                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>•Day chaperones for field trips</li> <li>•Classroom assistants</li> <li>•Math and/or reading tutors</li> <li>•Homeroom Parent</li> </ul> | <ul style="list-style-type: none"> <li>•Certified Volunteers</li> <li>•Mentors</li> <li>•Listeners/Oyentes</li> <li>•Athletic/Physical Education assistants</li> <li>•Overnight chaperones</li> </ul> |

**To register as a School Volunteer, you need a parent or community account**

1. Using your parent or community account credentials (*user name and password*) log into one of the listed portals:
  - Parents will log into (Parent Portal);
  - M-DCPS Students (Student Portal)
  - M-DCPS Employees (Employee Portal) and;
  - All other volunteers will log into the (Community Portal).
2. Click the **Services and Sites** tab at the top
3. Click on the **“Be a School Volunteer!”** link
4. Choose your school(s) and activity(ies) in which you wish to volunteer
5. Go to your selected school/location and show your picture identification
6. If both Parents/Guardians would like to participate in the volunteer program, one Parent/Guardian will use the Parent Account to apply for the volunteer program through the Parent Portal and the other Parent/Guardian must register through the Community Portal (after creating a Community Portal account).

Any individual interested in volunteering in Miami-Dade County Public Schools must:

- Show a current valid government-issued identification with picture.
- Show a social security card (check name and number).
- Complete a background check.
- Upon clearance, attend an orientation at the school.

Volunteers at David Fairchild School must attend a mandatory Volunteer Orientation Meeting each year. Meeting dates and times will be advertised online and via the monthly parent calendar.

## Anti-Discrimination Policy

### Federal and State Laws

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

*Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.*

#### **In Addition:**

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information contact:

Office of Civil Rights Compliance (CRC)  
Executive Director/Title IX Coordinator  
155 N.E. 15th Street, Suite P104E  
Miami, Florida 33132  
Phone: (305) 995-1580 TDD: (305) 995-2400  
Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <http://crc.dadeschools.net>

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